

HILLIARD TOWN COUNCIL MEETING

Hilliard Town Hall / Council Chambers
15859 West County Road 108
Post Office Box 249
Hilliard, FL 32046

TOWN COUNCIL MEMBERS

John P. Beasley, Mayor
Kenny Sims, Council President
Lee Pickett, Council Pro Tem
Joe Michaels, Councilman
Jared Wollitz, Councilman
Dallis Hunter, Councilman

ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk
Cory Hobbs, Public Works Director
Gabe Whittenburg, Parks & Rec Director
Lee Anne Wollitz, Land Use Administrator
TOWN ATTORNEY
Christian Waugh

AGENDA

THURSDAY, DECEMBER 18, 2025, 7:00 PM

NOTICE TO PUBLIC

Anyone wishing to address the Town Council regarding any item on this agenda is requested to complete an agenda item sheet in advance and give it to the Town Clerk. The sheets are located next to the printed agendas in the back of the Council Chambers. Speakers are respectfully requested to limit their comments to three (3) minutes. A speaker's time may not be allocated to others.

PLEDGE OF CIVILITY

WE WILL BE RESPECTFUL OF ONE ANOTHER
EVEN WHEN WE DISAGREE.
WE WILL DIRECT ALL COMMENTS TO THE ISSUES.
WE WILL AVOID PERSONAL ATTACKS.
"Politeness costs so little." – ABRAHAM LINCOLN

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC HEARING

ITEM-1 Ordinance No. 2025-16 – Rezoning of the property from PUD Planned Unit Development to PUD Planned Unit Development located on the east side of Pine Street north of Henry Smith Road known as Holland Walk.

Mayor Beasley

Open Public Hearing
Call for Public Comments
Close Public Hearing on Ordinance No. 2025-16

TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2025-16, on First Reading and Set Second Public Hearing & Final Reading for January 15, 2026.

- ITEM-2** Ordinance No 2025-17 – Amending Chapter 14 Building to create an article, addressing Unsafe Structures and/or Conditions.
Mayor Beasley

Open Public Hearing
Call for Public Comments
Close Public Hearing on Ordinance No. 2025-17

TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2025-17, on Second & Final Reading.

REGULAR MEETING

- ITEM-3** Additions/Deletions to Agenda

- ITEM-4** Town Council approval of the proposal for engineering services related to assisting the Town of Hilliard with the St Johns River Water Management District Consumptive Use Permit Renewal with CPH Consulting, LLC, in the amount of \$25,000.
Cory Hobbs – Public Works Director

- ITEM-5** Presentation to the Town Council of the Local Hazard Mitigation Plan in preparation for adoption via Resolution January 15, 2026.
Tim Cooper, Director – Nassau County Emergency Management

- ITEM-6** Town Council to consider the recommendation of the Planning & Zoning Board regarding the Pre-Application for the Vacation of Right of Way for the Alleys and portions of Right of Way within and surrounding Blocks 68, 69, and 71. Project name - Dayspring Cottages, Property Owner – Dayspring Property Services, LLC.
Lee Anne Wollitz – Land Use Administrator

- ITEM-7** Town Council approval of Septic Exception Application No. 20251203 allowing for a septic system to be placed within the Town Boundaries to serve a new Dwelling Unit, Parcel ID No. 08-3N-24-2380-0128. Applicant Franklin Properties.
Cory Hobbs – Public Works Director

- ITEM-8** Town Council Approval of the Hilliard Volunteer Fire Department 2025 Run Reimbursements.
Lisa Purvis, MMC – Town Clerk

- ITEM-9** Town Council Town Council to accept the resignation of Alicia Head, Public Information Officer – Event Coordinator, effective December 31, 2025
Gabe Whittenburg – Parks & Recreation Director

- ITEM-10** Town Council update on the progress and status of the Federal & State Grant Funding Awards expended at fiscal year ending September 30, 2025.
Lisa Purvis, MMC – Town Clerk

ITEM-11 Town Council approval of the Minutes for the December 4, 2025, Public Hearing & Regular Meeting.
Lisa Purvis, MMC – Town Clerk

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

The Town may take action on any matter during this meeting, including items that are not set forth within this agenda.

TOWN COUNCIL MEETINGS

The Town Council meets the first and third Thursday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

PLANNING & ZONING BOARD MEETINGS

The Planning & Zoning Board meets the first Tuesday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

MINUTES & TRANSCRIPTS

Minutes of the Town Council meetings can be obtained from the Town Clerk's Office. The Meetings are usually recorded but are not transcribed verbatim for the minutes. Persons requiring a verbatim transcript may make arrangements with the Town Clerk to duplicate the recordings, if available, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

TOWN WEBSITE & YOUTUBE MEETING VIDEO

The Town's Website can be access at www.townofhilliard.com.

Live & recorded videos can be accessed at www.youtube.com search - Town of Hilliard, FL.

ADA NOTICE

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the Town Clerk's Office at (904) 845-3555 at least seventy-two hours in advance to request such accommodations.

APPEALS

Pursuant to the requirements of Section 286.0105, Florida Statues, the following notification is given: If a person decides to appeal any decision made by the Council with respect to any matter considered at such meeting, he or she may need to ensure that a verbatim record of the

proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

PUBLIC PARTICIPATION

Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any “proposition” before a board, commission, council, or appointed committee takes official action regardless of whether the issue is on the Agenda. Certain exemptions for emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

EXPARTE COMMUNICATIONS

Oral or written exchanges (sometimes referred to as lobbying or information gathering) between a Council Member and others, including staff, where there is a substantive discussion regarding a quasi-judicial decision by the Town Council. The exchanges must be disclosed by the Town Council so the public may respond to such exchanges before a vote is taken.

2025 HOLIDAYS

TOWN HALL OFFICES CLOSED

1. Martin Luther King, Jr. Day	Monday, January 20, 2025
2. Memorial Day	Monday, May 26, 2025
3. Independence Day	Friday, July 4, 2025
4. Labor Day	Monday, September 1, 2025
5. Veterans Day	Tuesday, November 11, 2025
6. Thanksgiving Day	Thursday, November 27, 2025
7. Friday after Thanksgiving Day	Friday, November 28, 2025
8. Christmas Eve	Wednesday, December 24, 2025
9. Christmas Day	Thursday, December 25, 2025
10. New Year's Eve	Wednesday, December 31, 2025
11. New Year's Day	Thursday, January 1, 2026